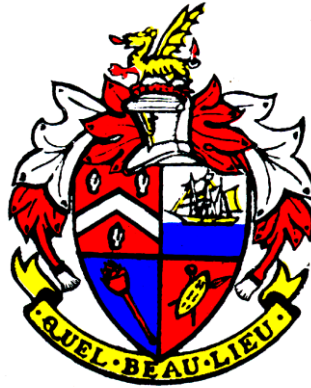


# Richmond Municipality



## 2008 / 2009 Annual Report



## **COMPILED BY**



## **Office of the Acting Municipal Manager**

(In compliance with section 121 of the Municipal Finance Management Act, Act No. 56 of 2003)

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## **Chapter 1: Introduction and Overview**

### **1.1 Mayor's foreword**



The 2008/2009 financial statements sets out the financial results for the past financial year.

The past financial year has been challenging as the municipality implemented the Municipal Property Rates Act. The implementation was quite successful as the municipality did not receive any resistance from the newly rated ratepayers.

A satisfactory accumulated surplus was achieved and expenditure was contained within the approved budget. The municipality is continuously striving to ensure that we deliver on our mandate in terms of service delivery within our available limited financial resources. We are also continuously striving to ensure full compliance with all applicable legislation.

In conclusion, I would like to express my appreciation to all Councillors, the Municipal Manager, Departmental Heads, all other personnel as well as the citizens of Richmond for their support, cooperation and hard work during the past year.

**COUNCILLOR B NGCONGO**  
**HIS WORSHIP THE MAYOR**

## **1.2      Overview of the Local Municipality**

As recorded in the Richmond Municipality Integrated Development Plan for the 2008/2009 financial year, the Richmond Municipality was established in terms of Section 155 (1) (b) of the Constitution of the Republic of South Africa.

It is located along the southern boundary of the uMgungundlovu District Municipality, approximately 38 kilometers south of Pietermaritzburg (the Capital of KwaZulu-Natal) along the R56. It is approximately 1232 square kilometers in extent.

The Richmond Municipality (KZ227) is the fourth smallest municipality (one of the seven category B municipalities) within the uMgungundlovu District Municipality (DC22). The other municipalities comprising the uMgungundlovu District Municipality are Mkhambathini, Mpofana, Msunduzi, Umshwathi, Umgeni and Impendle.

The Richmond Municipality has been classified as a place of great natural beauty with significant tourist attractions with immense aspirations to be the preferred destination to live, work and visit.

### 1.3 **Executive Summary**

Richmond is a developmental Municipality committed to uplifting the social and economic state of our communities. There are numerous challenges in this predominately rural area relating mainly to economic opportunities, spatial and housing issues, lack of social facilities and services and unsustainable infrastructure. These key issues are most likely to have a fundamental effect on the long-term economic viability of the Municipality.

To address the challenges faced and to maximize the output on the opportunities to create positive spin offs, the Municipality engaged strategic local economic development thrusts and development initiatives which will add value in promoting development and investment that contributes to the regeneration of the economic hub.

We are also motivated to provide sufficient, affordable, reliable infrastructure services as well as the creation of an environment for the successful implementation of basic services by introducing incentives that attract development initiatives as well as the successful introduction of the Municipal Property Rates Act, coupled with appropriate and applicable rebates.

The Municipality is further developing a skills database and procurement procedures that will promote SMME's and establish co-operatives to maximize economic opportunities in the agricultural sector.

The regular maintenance and upgrading of existing infrastructure, coupled with the development of new public facilities, is a priority for this Municipality in improving the lives of our citizens. Our efforts to partner with relevant role players in promoting cultural community and integrated tourism development is paramount and we are committed to ensuring our Communities are uplifted.

Richmond Municipality is in a particularly good financial standing and we are strategically moving towards a fully capacitated and motivated administration that will see Richmond prosper.

#### **VISION**

**‘Through innovation and dedication, the Richmond Municipality will provide its citizens with access to physical, social and economic development opportunities in a safe and secure environment’.**

## Chapter 2: Performance Highlights

### 2.1 Services provided by the Local Municipality

<b>SCHEDULE 4 PART B</b> <b>Capacity Assessment of Functions - 2006/2007</b> <i>Source: MDB 2006/7 – DC Capacity Assessment Report on Municipal Functions</i>				
<b>Powers and Functions</b>		<b>Authority to perform function</b>	<b>Responsible Department</b>	<b>Capacity to Perform Function – Responsible Dept</b>
1	Air Pollution	Yes	Community Services and Development and Planning	Strategic Manager: Community Services and Manager: Development and Planning
2	Building Regulations	Yes	Technical Services	Manager: Estates and Works
3	Child Care Facilities	Yes	Community Services Department	Strategic Manager
4	Electricity Reticulation	No	(Performed by Eskom)	
5	Fire Fighting	No	(Performed by uMgungundlovu District Municipality)	
6	Local Tourism	Yes	Corporate Services (Including uMgungundlovu District Municipality)	Strategic Manager: Corporate Services
7	Municipal Airport	No		
8	Municipal Planning	Yes	Technical Services	Manager: Development and Planning
9	Municipal Health Services	No	(Performed by uMgungundlovu District Municipality)	
10	Municipal Public Transport	Yes	Community Services	Strategic Manager: Community Services and Manager: Protection Services
11	Pontoons and ferries	Yes	Technical Services	Manager: Estates and Works
12	Stormwater	Yes	Technical Services	Manager: Estates and Works
13	Trading Regulations	Yes	Community Services	Strategic Manager: Community Services
14	Water (Potable)	No	(Performed by uMgungundlovu District Municipality)	
15	Sanitation	No	(Performed by uMgungundlovu District Municipality)	
16	Beaches and amusement facilities	Yes	Technical Services	Manager: Estates and Works
17	Billboards and the display of advertisements in public places	Yes	Technical Services	Manager: Estates and Works and Manager: Development and Planning



## 2.1 Services provided by the Local Municipality (Cont'd)

Powers and Functions		Authority to perform function	Responsible Department	Capacity to Perform Function – Responsible Dept
18	Cemeteries, funeral parlours and crematoria	Yes	Technical Services	Manager: Estates and Works
19	Cleansing	Yes	Technical Services	Estates: Works and Estates
20	Control of public nuisances	Yes	Technical Services	Estates: Works and Estates
21	Control of undertakings that sell liquor to the public	Yes	Technical Services	Estates: Works and Estates
22	Facilities for the accommodation, care and burial of animals	Yes	Community Services	Strategic Manager: Community Services
23	Fencing and fences	Yes	Technical Services	Estates: Works and Estates
24	Licensing of dogs	Yes	Community Services	Manager: Protection Services
25	Licensing and control of undertakings that sell food to the public	Yes	Community Services	Manager: Protection Services
26	Local amenities	Yes	Technical Services	Estates: Works and Estates
27	Local sport facilities	Yes	Technical Services	Estates: Works and Estates
28	Markets	Yes	Community Services	
29	Municipal abattoirs	Yes	Community Services	Strategic Manager: Community Services
30	Municipal parks and recreation	Yes	Technical Services	Estates: Works and Estates
31	Municipal Roads	Yes	Technical Services	Estates: Works and Estates
32	Noise pollution	Yes	Community Services	Strategic Manager: Community Services
33	Pounds	Yes	Community Services	Manager: Protection Services
34	Public Places	Yes	Technical Services	Estates: Works and Estates
35	Refuse removal, refuse dump and solid waste disposal	Yes	Technical Services	Estates: Works and Estates
36	Street Trading	Yes	Community Services	Manager: Protection Services
37	Street lighting	Yes	Technical Services	Estates: Works and Estates
38	Traffic and Parking	Yes	Community Services	Manager: Protection Services

## Additional Functions Performed

Function	Assigned by
Community Services / Library Services	Historical Function (public library)
Pauper Burials	None
LED	Province / National (LED)
Motor Licensing	Department of Transport

### 2.2 Service delivery highlights for the year

- **Adoption of budget by statutory deadline** in terms of Section 24 of the Municipal Finance Management Act, Act 56 of 2003.
- **Completion of Annual Financial Statements and submission to the Auditor-General by the statutory deadline** in terms of Section 126 of the Municipal Finance Management Act, Act No 56 of 2003.
- **Adoption of Annual Report and submission to the MEC for Local Government by the statutory deadline** in terms of Section 127 of the Municipal Finance Management Act, Act 56 of 2003.
- **Adoption of the Integrated Development Plan (IDP) within legislative timeframe** in terms of Chapter 5, Section 25 of the Municipal Systems Act, Act 32 of 2000 (as amended).
- **Implementation of the Local Government: Municipal Property Rates Act**  
Successful implementation of the Local Government: Municipal Property Rates Act, Act 6 of 2004.
- **Public Participation processes including effectiveness of ward committees**  
Successful hosting of Mayoral Budget and IDP Imbizo's.

- **Implementation of MIG Projects**

- Masanganzane Access Road; (completed)
- Smozomeni Sportsfield;
- Patheni Sportsfield;
- Siyathuthuka Community Hall; (completed)
- Siyathuthuka Walkways.

- **Housing**

- Successful construction of the Zwelethu Housing Project has commenced;
- Successfully managed to hand over 135 houses to beneficiaries in the Patheni Housing development;
- Constructed 268 toilets within the Patheni Housing Development.

- **Inhlazuka Thusong Service Centre**

Successful operation of the Inhlazuka Thusong Service Centre.

- **Library**

Successful management of a branch library at the Inhlazuka Thusong Service Centre.

- **Protection Services**

- **Learners Licence Centre**

Successful operation of the Learners Licence Centre.

- **Motor Licensing**

Successful operation of Motor Licensing.

## **Chapter 3: Human Resources and Organisational Management**

### **3.1 Functional and organisational structure**

#### **3.1.1 Council and its Structures**

##### **3.1.1.1 Executive Committee**

At the inaugural meeting of the Richmond Municipal Council, held after the March 2006 elections, the following Cllrs were inaugurated and nominated to hold office and seats in the Executive Committee (Exco) of the Richmond Municipality.

Cllr	Bonginkosi Ngcongo	Mayor (Chairperson of Exco)
Cllr	Bonisile E. Dlamini	Deputy Mayor (Member of Exco)
Cllr	Sibusiso J. Mchunu	Chief Whip (Member of Exco)

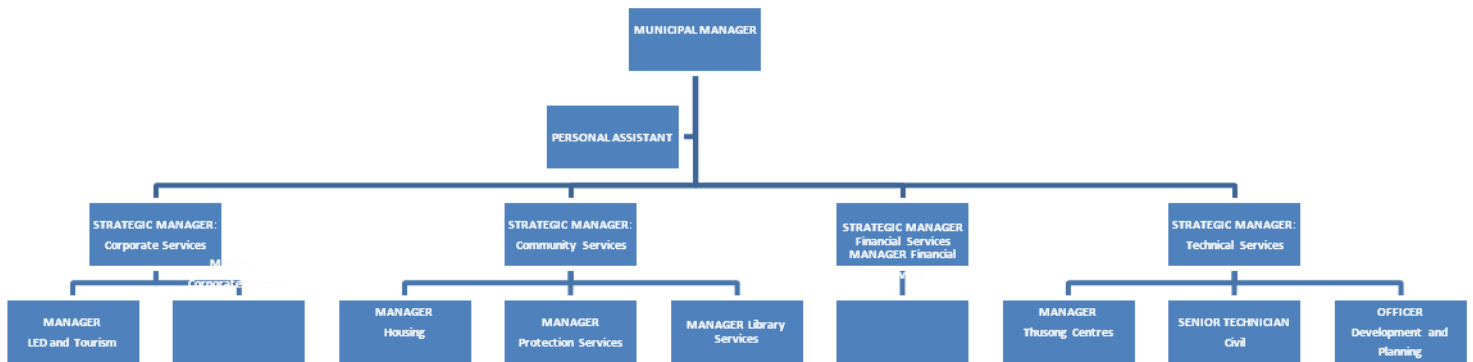
##### **3.1.1.2 Council**

<b>Councillor</b>	<b>Office</b>	<b>Ward / PR – Party</b>
Dr A Ragavaloo	Speaker of Council	Ward 1 Cllr – ANC
P L Shange	Member of Council	Ward 2 Cllr – ANC
D R Phoswa	Member of Council	Ward 3 Cllr – ANC
S J Mchunu	Member of Council - Chief Whip (Member of Exco)	Ward 4 Cllr – ANC
B Ngcongo	Mayor (Member of Exco)	Ward 5 Cllr – ANC
M J Shelembe	Member of Council	Ward 6 Cllr – ANC
Z S Msomi	Member of Council	Ward 7 Cllr – ANC
W T Shelembe	Member of Council	PR Cllr – ANC
B E Dlamini	Deputy Mayor (Member of Exco)	PR Cllr – ANC
B A Mchunu	Member of Council	PR Cllr – ANC
T C Madonda	Member of Council	PR Cllr – DA
M P Vezi	Member of Council	PR Cllr – IFP
B M Mngadi	Member of Council	PR Cllr – UDM

### **3.1.2 Senior Management**

Municipal Manager	-	Mr W C Donnelly (01 July 2008 to 31 December 2008) (In Acting Capacity)
		Mr S L Mthembu (01 January 2009 to 30 June 2009) (In Acting Capacity)
Strategic Manager: Corporate Services	-	Mr S L Mthembu (01 July 2008 – 08 January 2009)
	-	Mr B Rajoo (09 January 2009 – 30 June 2009) (In Acting Capacity)
Strategic Manager: Financial Services	-	Mrs H Osman (01 July 2008 – 31 December 2008) (In Acting Capacity)
	-	Mr W C Donnelly (01 January 2009 – 30 June 2009)
Strategic Manager: Community Services	-	Mr M B Mhlongo (01 July 2008 – 30 June 2009)
Strategic Manager: Technical Services	-	Mr B Rajoo (01 July 2008 – 30 November 2008) (In Acting capacity)
	-	Mr K P Gumede (01 December 2008 – 30 June 2009)

### 3.1.3 Management Component Organogram



## 3.2 Municipal Transformation and Institutional Development

The Richmond Municipality has prepared a Skills Development Plan that was intended to address training needs in line with the Municipality's strategic objectives. A training report was prepared and submitted to the Local Government SETA detailing the training that had taken place during the year. Further, the Municipality prepared an Employment Equity Plan that was intended to address the imbalances in the Workforce regarding gender and occupational categories.

Richmond Municipal Council has reviewed all its policies and procedures and is in the process of their formal adoption by Council. These policies will be conducive to the optimal functioning of the Municipality.

The Municipality has reviewed all its bylaws that were outdated, and in most cases ineffective, in regulating the operations of the Municipality. The Bylaws were intensively scrutinized by legal experts, Councillors and Officials in order to ensure that they will enhance the transformation and progression of Richmond. The Municipality has further arranged for the entire set of bylaws to be available in isiZulu prior to being promulgated in the Government Gazette.

### 3.3 Human resource statistics

#### a) Number of staff employed per organisational component and function

Organisational component / function	Total approved posts	No of vacant posts
<b>Office of the Municipal Manager</b>		
• Municipal Manager's Office	2	1
<b>Department of Community Services</b>		
• Community Services	9	5
• Library Services	4	1
• Protection Services	28	1
<b>Department of Technical Services</b>		
• Cemetery	2	1
• Buildings	1	1
• Community Halls	6	2
• Development Planning	1	0
• Technical Services	23	2
• Solid Waste	13	0
• Grass Cutting	11	0
<b>Department of Financial Services</b>		
• Budget and Financials	3	0
• Income Control	3	1
• Supply Chain Management	4	0
<b>Department of Corporate Services</b>		
• Human Resource	2	2
• Administration	15	2

#### b) Skills or levels of education attained

Number of staff employed that are:			
Graduates	Artisans	Unskilled	Total
8	2	101	111

c) **Personnel expenditure over the last three years**

Criteria	2006 / 2007	2007 /2008	2008 /2009
Personnel budget	10, 170, 953	10, 417, 288	13,354,379
Percentage of total budget	86%	87%	87%

d) **Pension and medical aid scheme membership**

Employee membership of pension schemes				
Natal Joint Municipal Pension Fund / Superannuation	Natal Joint Municipal Provident Fund	Natal Joint Municipal Retirement Fund	Government Employees Pension fund	Total
6	69	20	0	95

Employee membership of medical aid schemes					
Keyhealth	SAMWUMED	LA Health	BONITAS	Hosmed	Total
17	12	15	14	0	58

e) **Monies owed by staff and Councillors**

Owed by staff	Owed by Councillors	Total
Nil	Nil	Nil

f) **Employment status**

Permanent employees	Contract employees	Section 57 employees	Learnerships and interns	Temporary employees	Total
95	10	4	2	0	111



**g) Demographic profile of employees**

Occupational level	Female				Male				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Section 57	0	0	0	0	3	1	0	0	4
Middle management	0	0	2	0	0	0	2	1	5
Other staff	32	2	1	1	59	1	5	0	102
<b>Total</b>	<b>32</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>62</b>	<b>2</b>	<b>7</b>	<b>1</b>	<b>111</b>

**h) Personnel expenditure for trends 2007/2008 and 2008/2009**

	2009 R	2008 R
<b>EMPLOYEE RELATED COSTS</b>		
Employee related costs - salaries	7,286,481	6,020,810
Employee related costs - contributions for uif, pensions, medical aids and b/c levies	1,532,732	1,308,866
Travel, motor car and other allowances	62,581	110,000
Housing benefits and allowances	3,575,664	2,399,183
Overtime payments	420,364	232,094
Bonus payments	376,558	346,337
Less: Councillor's remuneration and allowances	-2,727,281	-2,074,954
<b>Total employee related costs</b>	<u>10,527,099</u>	<u>8,342,335</u>

**i) Disclosures concerning remuneration of political office bearers and Section 57 managers**

	2009	2008
<b>I1) COUNCILLORS REMUNERATION</b>		
Mayors allowance	415,674	415,674
Deputy Mayors allowance	182,896	182,896
Councillors allowances(incl Speaker, Exco and Benefits)	1,476,384	1,476,384
	<u>2,074,954</u>	<u>2,074,954</u>

## **I2) SECTION 57 MANAGERS REMUNERATION**

### **Remuneration of the Municipal Manager**

Annual remuneration	267,744	355,253
Car allowance	81,000	30,000
Contributions to medical, other allowances and pension funds	142,296	42,526
	<u>491,040</u>	<u>427,779</u>

### **I3) Remuneration of the Chief Financial Officer**

Annual remuneration	144,000	315,994
Car allowance	18,000	6,000
Acting Allowance	108,269	20,214
Contributions to medical, other allowances and pension funds	112,020	
	<u>382,289</u>	<u>342,208</u>

### **I4) Remuneration of the Strategic Manager Corporate Services**

Annual remuneration	90,000	0
Acting Allowance	153,625	257,218
Car allowance	31,000	0
Contributions to medical, other allowances and pension funds	107,262	0
	<u>381,887</u>	<u>257,218</u>

### **I5) Remuneration of the Strategic Manager Community Services**

Annual remuneration	182,000	180,000
Car allowance	33,500	30,000
Contributions to medical, other allowances and pension funds	217,474	153,000
	<u>432,974</u>	<u>363,000</u>

### **I6) Remuneration of the Strategic Manager Technical Services**

Annual remuneration	187,833	0
Car allowance	21,000	0
Acting Allowance	157,264	157,264
Contributions to medical, other allowances and pension funds	60,503	0
	<u>377,605</u>	<u>157,264</u>

## **Chapter 4: Audited Statements and Related Financial Information**

### **4.1 Audited financial statements**

Audited Financial Statements in terms of section 126 (1) of the Municipal Finance Management Act

## 4.2 Financial Ratio's

### Performance Indicators: Financial Ratios

#### No.    Description

#### 1.    **Cash coverage of the short-term portion of long term liabilities(STPLTL)**

$[(\text{Investments} + \text{cash} - \text{Bank overdraft})/\text{STPLTL}]100$

<u>Actual</u>	<u>Norm</u>	<u>Variance</u>
#DIV/0!	0	#DIV/0!

Not applicable as the municipality does not any external loans.

#### 2.    **Short term debt as a percentage of total revenue**

$[(\text{Bank overdraft} + \text{STPLTL} + \text{call bonds} + \text{creditors}) / \text{total revenue}] 100$

<u>Actual</u>	<u>Norm</u>	<u>Variance</u>
2.88%	16.6%	-13.72%

#### 3.    **Debtors movement**

$\text{Gross increase in consumer debtors} / \text{total income from rates and service charges}) 100$

<u>Actual</u>	<u>Norm</u>	<u>Variance</u>
2.04%	7.5%	-5.46%

#### 4.    **Creditors test**

$(\text{Creditors} / \text{total expenditure}) 365$

<u>Actual</u>	<u>Norm</u>	<u>Variance</u>
8	60	-52.16

#### 5.    **Capital cost burden**

$(\text{Total capital cost} / \text{total income}) 100$

<u>Actual</u>	<u>Norm</u>	<u>Variance</u>
3%	20%	-17%

#### 6    **Staff cost**

$(\text{Employee related costs} / \text{total gross expenditure}) 100$

<u>Actual</u>	<u>Norm</u>	<u>Variance</u>
---------------	-------------	-----------------

<b>No.</b>	27%	35%	-8%
------------	-----	-----	-----

7. **Total long-term debt as percentage of total revenue**

(Total long term liabilities / total revenue) 100

<u>Actual</u>	<u>Norm</u>	<u>Variance</u>
0%	40%	-40%

Not applicable as the municipality does not any external loans.

8. **Cash funded**

[(Provision for working capital + bad debts) / Gross increase in consumer debtors] 100

<u>Actual</u>	<u>Norm</u>	<u>Variance</u>
234%	100%	134%

9. **Salary and bulk purchases coverage**

[(Investment (short and long-term) + Cash - bank overdraft)] / [1/12 (employee related costs + bulk purchases)]

<u>Actual</u>	<u>Norm</u>	<u>Variance</u>
2978%	200%	2778%

10. **Net current assets**

[(Deposits + accumulated surplus) / (net current assets - cash - short-term investments)]

<u>Actual</u>	<u>Norm</u>	<u>Variance</u>
-1.41	0	-1.41

11. **Long term assets**

[(Borrowing + statutory funds) / (long term assets + debtors receivable + deferred charges)] 100

<u>Actual</u>	<u>Norm</u>	<u>Variance</u>
111%		111%

12. **Priority fund allocations**

(Amount allocated to assist local municipalities / total levy income) 100

Only applicable to district municipalities

**4.3     Report of the Auditor-General in terms of section 126 (3) of the Municipal Finance Management Act and section 45 (b) of the Municipal Systems Act**

#### 4.5 Assessment of arrears on municipal rates and taxes

<b>DEBTORS</b>	<b>2008</b>	<b>2007</b>
Current debtors (rates)	1,783,838	1,655,736
Current debtors (consumers)	6,834	39,848
	<u>1,790,672</u>	<u>1,695,584</u>
Less: provision for bad debts	<u>-267,832</u>	<u>-287,214</u>
	<u>1,522,841</u>	<u>1,408,370</u>

#### 4.6 Assessment of the performance against measurable performance objectives for revenue collection

<b>Actual 2007 R</b>		<b>Actual 2008 R</b>	<b>Budget 2008 R</b>
	<b>INCOME</b>		
15,341,446	Government and Provincial grants and subsidies	18,209,972	15,625,000
3,026,627	Rates	3,144,003	3,136,000
1,209,120	Income from tariffs and service charges	2,456,410	2,449,560
4,135,953	Other income	5,035,823	4,976,170
<u>23,713,146</u>		<u>28,846,209</u>	<u>26,186,730</u>

**4.7 Corrective action taken in response to issues raised in the report of the Auditor-General**



## **Chapter 5: Functional Area Service Delivery Reporting**

### **5.1 Municipal Managers Office**

#### **Overview:**

- Endeavour to properly conduct, improve, extend and develop the business and affairs of the municipality
- Accountable for the formation and development of an economical, effective, efficient and accountable administration that is equipped to carry out the task of implementing the Municipality's Integrated Development Plan and Performance Management System in accordance with the Municipal Systems Act.
- Responsive to the needs of the community and the creation of a suitable environment to harness community participation responsive to the aspirations of a developmental local government
- Contribute or create an environment responsive to economic development so as to aid in the sustainability of the municipality, its stakeholders and community
- Compliance at all times with the legislative framework governing municipalities

#### **Description of the activity:**

- The management of the provision of services to the local community in a sustainable and equitable manner
- Appointment, management, effective utilization, training and discipline of staff inclusive of the promotion of sound labour relations and compliance with applicable labour legislation
- Advising the political structures and political office bearers and managing communications between the Municipality's administration and its political structures and political office bearers, inclusive of executing the decisions of the political structures and political office bearers
- The administration and implementation of the Municipality's by-laws and other legislated mandates inclusive of delegated powers as delegated in terms of the Municipal Systems Act
- The successful facilitation of dialogue by the local community in the affairs of the municipality and maintaining a system to assess service delivery

- As Accounting Officer, and in terms of the MFMA, is accountable for all income and expenditure, assets and the discharge of liabilities and the proper and diligent compliance with the MFMA

## **5.2 Finance Department**

### **Overview:**

The finance department provides financial support and guidance to all other directorates within the Richmond Municipality on financial matters.

### **Description of activity**

The finance department is broken down into the following components in order to fulfill its obligations to its internal structures and communities:-

- \* Budget and Treasury Office
- \* Expenditure Section
- \* Billing Section
- \* Credit Control and Revenue Management Section
- \* Supply Chain Management Unit

## **5.3 Corporate Services**

### **Overview**

- To provide Administrative and Human Resource support to departments aimed at improving service delivery and ensuring compliance with prescriptions
- To ensure that the strategic objectives of the municipality are achieved whilst complying with all legal provisions

### **Description of activity**

- To create an enriching working environment where the optimum of employee capabilities is received as an output so as to ensure and improve upon the delivery of services to the community in a sustainable fashion
- To promote sound governance and provide administrative support and ensure that the applicable legislative mandate is adhered to in terms of sound labour practice

- Creation of a reliable system of communication (internal and external), record keeping (hard copy and electronic)
- Implementation of the Performance Management Framework, inclusive of the signature of performance agreements, ensuring the guidelines to measuring performance are adhered to and further ensuring the participation of the local community in measuring the performance of the municipality as an institution
- Facilitate the development of Ward Committees and render support to ensure that their objectives are realised

#### **5.4 Community Services**

##### **Overview**

The Strategic Manager of Community Development and Social Services oversees and ensures the smooth running of Library Services, Protection Services and deals with Housing Development.

##### **Description of the activity**

##### **a) Library**

Richmond Library is affiliated with Provincial Library Services. There are about 2000 users. It provides the following functions;

##### **Community**

It provides comprehensive information to the community. This is done by issuing and returning books to users. The books are issued to users who are members of the library. Membership is free.

##### **Schools**

The Library Services also help schools with materials that they do not have. Learners are given guidance in terms of how to use the Library. Moreover, the Library Services assist Schools with readership programs and also coordinate and conduct user education when Schools visit the Library. The Library Services also provide services that has to do with photocopying and printing.

The constant circulation of materials in the Richmond area enables the libraries to provide the public with new reading material on a regular basis.

### Special Requests

An opportunity for readers to select materials, that are not available at our libraries, from the Regional Library.

#### **b) Housing**

- All activities associated with provision of housing
- Continuous management, coordination and facilitation of all Municipality's Housing development projects within Richmond Municipality.
- Construction of houses for the approved beneficiaries
- The municipality has a mandate to lead and direct the housing function so that the strategic objectives of the municipality in relation to housing are achieved.
- The establishment of an inclusive, representative and accountable development structures within communities.
- Identification of other primary actors with whom the community should relate for the purposes of successful development.
- Certification of potential housing beneficiaries.
- Facilitation of the sales administration process.
- Signing of building agreements by beneficiaries.
- Appointment of Project Manager(s) by the Developer.
- Appointment of Contractor(s) to undertake the actual construction of houses.
- Capacitating and empowerment of locally based contractors to participate in the construction of houses as sub-contractors.
- Employment of unskilled local people to assist skilled labourers during the construction phase.

#### The Strategic Objectives of this function are to:

- Reduce the population living in informal structures
- To ensure access to formal housing opportunities.

**c) Protection Services**

- Driving Licence Testing Centre (Learners Licence, Driver Licence Renewals, PrDP's etc)
- Motor Licensing
- Fines Processing
- Road Safety
- Law Enforcement
- Enforcement of Bylaws
- Crime Prevention
- Municipal Security
- Disaster Management

**5.5 Technical Services**

**Overview**

The Technical Services Department is responsible for the day to day maintenance and development of the municipality in the areas of cemetery, estates, buildings and building inspectorate, refuse collection, roads storm water maintenance, parks and gardens, mechanical workshops, fleet management and planning and development.

**Description of activity**

- Day to day maintenance
- Refuse collection
- Roads and storm water maintenance and construction
- Traffic engineering
- Parks and gardens
- Mechanical works
- Fleet management
- Building inspection
- Provide technical and engineering support to the municipality and external organisations
- Rehabilitation of roads
- Planning and development

## **List of References**

**Annexure A:** Annual Performance Report in terms of Section 46 of the Municipal Systems Act